



IOWA – EIP Assessment Implementation and Migration Weekly Project Status Report

Weekly Status Report

Submitted by: **Mike Trausch/Mark Peterson**

Week Ending: **December 24, 2004**

PROJECT STATUS

Overall Project Status Level

Green

ACTIVITIES PERFORMED DURING THE PERIOD

- Conduct project implementation workshops
 - Week 3 – finalize activities, timeline and cost estimates, considering:
 - Review Activity Sheets for accuracy
 - Develop internal department & agency labor hour estimates associated with each activity
 - Review timeline for consensus
 - Share preliminary draft for feedback
 - Incorporate changes to create working draft

The team reviewed and consolidated specific key activities. Review and discussion combined several activities resulting in 10 final Key Activities. Team validated timelines and developed internal department and agency labor hour estimates required to support completion of key activities.

Team facilitators presented the Preliminary Draft Implementation and Migration Report to team for review and concurrence. Team generally concurred with format and content. Coeur facilitators will incorporate changes to reflect final Key activity descriptions and timeline.

PROBLEMS, CONCERNS AND RECOMMENDATIONS

1. No problems or concerns at this time.

ACTIVITIES SCHEDULED FOR NEXT WEEK

- Week 4 – Finalize Draft Report and develop presentation package for Governor

COEUR SUMMARY STATUS OF DELIVERABLES

Funding (EPfMO)—Mark Peterson, Facilitator/Erv Fett, Chair

Project Status Report

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12/28/04



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Complete <input checked="" type="checkbox"/>	Deliverable	Status	Due Date	Date Completed
<input checked="" type="checkbox"/>	Team Mission Statement	Completed	12/9/04	12/9/04
<input checked="" type="checkbox"/>	Weekly Status Report	Completed	12/23/04	12/23/04
<input checked="" type="checkbox"/>	Develop Risk Assessment	Completed	12/23/04	12/20/04
<input checked="" type="checkbox"/>	Define Barriers and Issues	Completed	12/16/04	12/14/04
<input checked="" type="checkbox"/>	Conduct Risk Assessment	Completed	12/21/04	12/20/04
<input checked="" type="checkbox"/>	Prioritize Risk	Completed	12/16/04	12/14/04
<input checked="" type="checkbox"/>	Define Mitigation Plan	Completed	12/21/04	12/20/04
<input checked="" type="checkbox"/>	Develop Project Plan	Completed	12/23/04	12/20/04
<input checked="" type="checkbox"/>	Work plan with realistic timeframes for implementation	Completed	12/21/04	12/20/04
<input checked="" type="checkbox"/>	Implementation costs by fiscal year	Completed	12/21/04	12/20/04
<input checked="" type="checkbox"/>	Budget Process guidelines	Completed	12/16/04	12/14/04
<input checked="" type="checkbox"/>	Process maps and control points	Complete	12/21/04	12/20/04
<input type="checkbox"/>	Project Plan dealing with Critical applications and setting priorities for installation	N/A	12/21/04	
<input checked="" type="checkbox"/>	Resources to implement consolidation/on-going needs	Completed	12/21/04	12/20/04
<input type="checkbox"/>	Installation plans (include disposition of existing hardware and software)	N/A	12/21/04	
<input type="checkbox"/>	Business requirements during transitional and final phases of consolidation	N/A	12/21/04	
<input checked="" type="checkbox"/>	Cultural Considerations	Complete	TBD	12/20/04
<input checked="" type="checkbox"/>	Define barriers and issues	Complete	TBD	12/14/04
<input checked="" type="checkbox"/>	Communications Plan	Complete	TBD	12/20/04
<input checked="" type="checkbox"/>	Staffing Plan	Complete	TBD	12/20/04
<input checked="" type="checkbox"/>	State Code Changes	Complete	TBD	12/14/04

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Complete <input checked="" type="checkbox"/>	Deliverable	Status	Due Date	Date Completed
<input checked="" type="checkbox"/>	Develop Key Activities and Framework for Recommendations		12/23/04	12/20/04
<input checked="" type="checkbox"/>	Define Key Activities	Complete	12/9/04	12/9/04
<input checked="" type="checkbox"/>	Define Event Horizons	Complete	12/16/04	12/14/04
<input checked="" type="checkbox"/>	Define Milestones and Expected Outputs	Complete	12/16/04	12/20/04
<input checked="" type="checkbox"/>	Define Implementation Cost Elements	Complete	12/21/04	12/20/04
<input type="checkbox"/>	Presentation Package for Governor		1/14/05	
<input type="checkbox"/>	Develop Executive Presentation		12/21/04	
<input type="checkbox"/>	Final Presentation Review		1/11/05	
<input type="checkbox"/>	Executive Sponsor Reviews		1/13/05	
<input type="checkbox"/>	Executive Presentation		1/14/05	